

CITY OF WICHITA HISTORIC PRESERVATION REVIEW APPLICATION

Instructions

1. Complete the Historic Preservation Review Application form. Call the Wichita Historic Preservation Office at 268-4421 with questions about the form or your project. Attach whatever supporting materials are necessary.

Fax, mail, or hand-deliver the form to the Wichita Historic Preservation Office. It is located in the Metropolitan Area Planning Department, 10th floor of City Hall, 455 N. Main Street, Wichita, Kansas.

2. The Preservation Planner will assign a case number and determine if your plan is a "major" or "minor" project.
 - a) If the project is a "minor" and meets the requirements of the City's Historic Preservation Ordinance, the Planner may approve the project immediately. You can proceed to the Office of Central Inspection to obtain your permit.
 - b) If the project is a "major", it will be reviewed on the next scheduled meeting of the Wichita Historic Preservation Board. The Board meets on the second Monday of every month. Your application must be received by the first Monday of the month to be placed on the meeting agenda.

"Major" projects require the following types of supplementary materials. Include whatever will assist the Board in visualizing the outcome of the project:

- A site plan
- Architectural drawings
- Photographs and/or computer-generated graphic representations.
- Sample of materials to be used

Note: If sending images electronically, they must be .pdf files, not .jpg files. Images copied/pasted into MS Word documents are also acceptable.

Although it is not required, it is recommended that you or your representative attend the meeting in order to answer questions about your project. For all "major" projects, you will receive written notification of Board action on your application.

FOR STAFF USE ONLY:

Date: _____

Case Number: HPC _____

Received by: _____

**CITY OF WICHITA
HISTORIC PRESERVATION REVIEW APPLICATION**

Return to: Historic Preservation Office
Metropolitan Area Planning Department
City Hall, 10th floor
455 N. Main Street
Wichita, KS 67202
316-268-4421

FAX to: 316-268-4390
Attn: Historic Preservation Office

Check one:

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Certificate of Appropriateness

Environs of _____

Delano Design Review

<input type="checkbox"/>
<input type="checkbox"/>

Loan Application

KHPR/NRHP Nomination

Address of Property: _____
(zip code)

Owner: _____

Address (if different): _____
(zip code)

Phone: _____ **E-mail:** _____

Other applicant: _____
(Contractor) (Architect) (Tenant)

Address: _____
(zip code)

Phone: _____ **E-mail:** _____

Instructions: Use boxes below to describe each modification or improvement.

- Indicate materials and specifications
- Attach current photographs or computer-graphic representations of each side of the structure and detailed images of any area affected by the modification(s).
- Attach drawings of site plans, floor plans, elevations, and details as applicable.

Project 1: Description

Condition of existing materials:

Replacement/New materials:

Method of rehabilitation:

Date of completion:

Project 2: Description
Condition of existing materials:
Replacement/New materials:
Method of rehabilitation:
Date of completion:

Project 3: Description
Condition of existing materials:
Replacement/New materials:
Method of rehabilitation:
Date of completion:

_____ Owner's (or) Applicant's signature	_____ Date
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FOR STAFF USE ONLY:						
Approved by:		Preservation Planner			Date	
Concurrence by:		Chair, Historic Preservation Board			Date	
		Director, Metropolitan Area Planning Department			Date	
		Superintendent, Office of Central Inspection			Date	
Project 1:	Major _____	Minor _____	Approved _____	Approved w/ Conditions _____	Specifications attached _____	Denied _____
Project 2:	Major _____	Minor _____	Approved _____	Approved w/ Conditions _____	Specifications attached _____	Denied _____
Project 3:	Major _____	Minor _____	Approved _____	Approved w/ Conditions _____	Specifications attached _____	Denied _____